

Date: April 12, 2012

To: Propane Facility owners/operators

From: Brenda McNorton, Chief Fire Prevention Division

Subject: Annual inspection notice

Within the next month, the OSFM will begin our summer inspection schedule which includes inspections of Propane Facilities throughout the State. You may expect a call from an OSFM Inspector to schedule their visit to your facility prior to the actual inspection. To assist you in preparing for the upcoming inspection, we are providing the following overview of items that our Inspectors will ask to see when they visit your facility.

Location

Your exchange cabinet(s) must be at least 5ft away from all doorways in facilities with a minimum of two (2) means of egress. For those locations with only one (1) means of egress, the cabinet(s) must be at least 10ft away from the doors. The cabinet(s) must be located at least 20ft away from any automotive fuel dispensers and 20ft away from any source of ignition.

Security

Each cabinet shall be lockable. This cabinet must be constructed of metal and be properly ventilated. The cabinet must prevent tampering with the valves or pilferage of the cylinders located inside.

Protection

Each cabinet must protect the cylinders from a vehicle impact. Examples of what you can do to provide this protection is the installation of guard posts, tire bumpers and/or concrete curbs. Tire bumpers and curbs must be at least 4ft long and a minimum of 5in in height.

Cabinet Signage

All cabinets must be marked with the following information:

- Product Identification, Propane,
- "No Smoking" sign,
- Owner information, this includes contact numbers in the event of an emergency,
- Correct NFPA 704 Markings, and;
- Product information

Cylinder Signage

All cylinders 100lbs or less shall have warning labels applied. These labels shall include information on the potential hazards of LP-Gas.

Cylinder Condition

Any cylinders which show evidence of excessive denting, gouging or corrosion shall be removed from service immediately. Cylinders shall be equipped with an approved overfilling prevention device. If you are unsure which devices are approved for use, contact our office.

Portable Fire Extinguishers

There shall be at least one (1) portable fire extinguisher located on site. Its location shall not be more than 50ft from the cylinder tank storage location. The smallest extinguisher approved is a type 18 BC Extinguisher.

License Requirements

As a retail location for exchanging of Propane cylinders, you are required to renew your license annually. You are required to maintain a Class 6 license with our office. This documentation needs to be posted at your location.

Training

All employees are required to be trained on the *normal job functions* that they are expected to be able to perform. This needs to cover any equipment required to perform the job, covers the standards and regulations related to handling Propane and recommended best practices and procedures. This training shall be done annually. Documentation of this training must be submitted with your license renewal paperwork.

If you have not already done so, the Prevention Division has prepared a handbook for you to use to assist you with ensuring your facility is meeting the code requirements outlined by the state. You can find the handbook under the Prevention tab of the OSFM website at:

<http://www.ksfm.ks.gov/assets/prevention/Facility-Information/Propane-HANDBOOK.pdf>

Hopefully you will find this information beneficial in preparing for your upcoming inspection. If you have any questions or concerns regarding the information in this correspondence or regarding the inspection process please feel free to contact the Prevention Division of the OSFM at 785-296-3401.

Thanks for your commitment to fire safety in your facility.

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